

Condominium Association
25901 Hickory Blvd. S.W.
Bonita Springs, Florida 34134

MINUTES OF BOARD MEETING

Date: November 14, 2024
Place CBR Community Room
Time: 3:30 PM

- 1) **Certify a Quorum of Directors:** Board members Lee Christoferson, John Brink, Steve Matousak and Rick Lovett were present. Susie Williams was present via Zoom. Frank Parrish of Frankly Coastal was also present via Zoom.
- 2) **Call to Order:** The meeting was called to order by President John Brink at 3:30 pm.
- 3) **Approval of Meeting Minutes:**
A motion was made and seconded to approve the minutes from the Board meeting held on November 6, 2023. The motion was passed and the minutes approved.
- 4) **Treasurer's Report:**
Prior to hearing from Steve Matousek for the Treasurer's report, John Brink discussed the State of Florida mandate that required a Milestone Engineering Inspection and a Structural Integrity Reserve Study Analysis be conducted.
 - a) **Milestone Engineering Inspection:** Steve Matousek accompanied the engineers on the recently completed inspection. A copy of the detailed report was emailed to all owners. Seven units were randomly chosen to participate in the inspection. Several areas requiring stucco/paint repairs were noted. Several areas of the roof were in need of attention. No major issues were found and no further inspections are required.
 - b) **Structural Integrity Reserve Study Analysis (SIRS):** John reported a company recommended by Frankly Coastal was contracted to complete the study. The State mandated the analysis and requires a reserve funding process be established and be broken into two classifications; structural (roof, elevators, etc.) and non-structural (pool, parking lot, etc.). The Board has the option of choosing not to fund the non-structural components. However, that option is not available for structural components. The Board feels it is important to fund both structural and non-structural items. The analysis recommended funding \$43,000 per year for non-structural items. Additionally, \$114,000 is needed this year to fund the structural items. These amounts will be adjusted upwards by 3% each year and becomes an ongoing requirement. Since the reserve amount of \$200,000 has been depleted since the study was conducted, a special assessment is required to replenish the reserves to the level at the time of the study. The reserve study analysis will need to be reviewed approximately every three years. Failure to adhere to the study results in the directors being personally responsible and the association subject to fines. At some time in the future the State will begin conducting audits to ensure compliance. The analysis requires four reserve funds be created; structural, non-structural, docks, and parking

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structure. Money may not be pooled from one fund to another. Amounts within the funds can be invested but must be into FDIC insured accounts. Frank Parrish will forward the statute details relating to investment requirements. Joe Defino recommended an investment committee be formed to investigate best options.

- c) **Treasurer's Report:** Steve reported the largest budget item was the cost of insurance. Expenses are being covered. A copy of the 2025 proposed budget was emailed to all owners. The increase in insurance expenses, approximately 10%, was based on discussions with the community's insurance agent. Rick Lovett noted our flood insurance in 2020 was \$30,000. Next year it is projected to be \$142,000. Regular insurance went from \$38,000 in 2020 to \$56,000. John noted the flood insurance is underwritten by FEMA and the low deductible cannot be increased. It may be possible to increase the deductible on the wind coverage. John reported a 35% increase in quarterly assessments is required to fund reserves to meet SIRS requirements.

5) Approval of 2024 Operating Budget

A motion was made and seconded to approve the 2025 Operating Budget. The motion passed and the budget was approved.

6) Discussion of Special Assessment

a) Dock Owner Special Assessment:

John reported that since Hurricane Ian, two electrical overhauls on the docks have been completed. Not enough money was in the account to cover the expense. A \$1,500 special assessment is being proposed to reimburse the account for money already spent.

b) All Unit Owners Special Assessment:

The reserve study analysis had a starting amount of \$200,000 in the reserve account. That money is no longer in the account due to hurricane expenses not covered by insurance and must be replaced as well as the need to cover other possible expenses related to insurance, elevators, etc. Special assessments for inner unit owners will be \$6,310, and end unit owners will be \$6,942. This will result in a total special assessment of \$260,000.

Special Assessments for both units and docks will be due January 1, 2025. An invoice for the special assessments will be forwarded to all owners. Failure to pay will result in the owner being charged a late fee, interest and a possible lien against the property.

A motion was made and seconded to approve the special assessments for docks and units. Both special assessments passed.

7) Committee Reports

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- a) **Landscaping:** Rick Lovett stated the landscaping has again been damaged by hurricanes Helene and Milton. Efforts are being made to replace damaged plants with those that can best withstand the salt water and wind associated with hurricanes. John noted that the landscapers are on-site cleaning up but not doing a full redo. The landscape committee will take time to discuss what should be replaced and when to do it.
 - b) **Elevators:** The south elevator broke down last night. A new shaft has been ordered, however, lead time for parts delivery is approximately 4 to 6 months. Therefore, the south elevator is expected to be out until Spring. Lee Christoferson reported that parts needed to repair the north elevator are in and we are awaiting a date for installation. Installation is expected to take a day. Lee will follow up to get an appointment for the install. Owners will be notified when the elevator is working. Any owner having a renter in place before the elevators are repaired should disclose the situation to the renter. Lee will look into obtaining the elevator certificates of inspection which currently are not being displayed.
 - c) **Housekeeping:** Jane Christoferson reported the housekeeping staff is working on the outside of the elevators which seem to have developed several rust areas. It was brought up that the community room restrooms are not being properly stocked with towels and toilet paper. Jane requested anyone encountering such a situation notify her and she will contact housekeeping.
 - d) **Revised Fine Process:** Jan Long discussed new state requirements related to levying fines for violations of association rules and regulations. Jan had emailed to all owners a summary outlining the changes. It requires that a description and explanation of the violation must be provided to the owner/tenant and how to correct the violation as well as a date by which it must be corrected. If it is not corrected by the specified date, the Board can impose a fine of up to \$100 for every day the violation is outstanding but not to exceed \$1,000. The owner can request a hearing either in person or by telephone or other electronic means. The Fine Committee holds a meeting to determine if the fine is appropriate. A fine not paid becomes a lien on the property.
- 8) **Other**
- a) **Past hurricane preparation and future recommendations:** Steve Matousek reported the barriers for the electrical and elevator rooms were installed for hurricanes Helene and Milton. Similar barriers are available to protect elevator doors and purchase is under consideration. Hurricane Milton water levels were higher than the pool heat pumps and both required replacement. To avoid this in future hurricanes the new pumps were installed in a way as to ease removal. Three days prior to another storm, the pool will be shut down and pumps will be removed and placed in a safe area for protection. Grills, chairs, etc., will also be moved to safe locations. Enough owners were available before the hurricanes to help move community room furniture to minimize possible damage, i.e., stacking chairs, lifting rugs, etc. Other areas of the building are being looked at to devise ways of protection. Joe Defino questioned if aqua barriers would be useful to protect the electrical transformer outside the building. John will contact Florida Power and Light to see if any possible ways to protect the transformer are available. Regarding boats, Steve said he learned the best way to secure boats for a hurricane is to strap them to the dock lift. Steve noted that several lift controllers had to be replaced due to the height

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of the controller box. Ways to move the controllers higher will be looked at in the Spring.

- b) **Docks and Lifts/Parking:** Lee stated the docks and lifts are in good shape and commended owners for the improvements. Lee also reminded all that parking lot will be seal coated beginning on the 21st of November on the north end and then move to the south end. Each side will take three days. Owners who will not be on the premises during that time must make sure their car keys are available so cars may be moved when required.
- c) **Leases/Rental:** John noted a discrepancy between what the lease application form and what the CBR by-laws stated. The application form states a signed lease must be submitted within 30 days of the rental start date, whereas the by-laws state a period of 15 days prior to rental start date. The lease application form will be changed. John also noted that the State of Florida has revised the law that allows for the application fee to be raised up to \$250. John is not proposing to increase the fee at this time. However, he does propose to raise it to \$250 in instances where the lease is not submitted within the 15 day period or when owners must be contacted in order to receive the lease application and fee.

A motion was made and seconded to increase the lease application fee to \$250 only in instances of non-compliance. The motion passed.

- d) **Unit Keys:** John reminded all owners that when replacing unit door locks, the new locks must be keyed to the master key to allow access to all units during emergencies.
- e) **Water:** John reminded all owners when leaving for more than two weeks to turn off the main water valve in their unit. It is also recommended to turn on a faucet after the water has been turned off to check to make sure the main valve is working correctly and water is definitely off. If an owner does not turn off water when leaving and a leak causes damage to another unit, the owner will be responsible for repair costs.
- f) **Water Heaters:** Water heaters must be replaced after 10 years of service. Lee maintains a master list of water heaters and when they are due for replacement. As of this date, all unit water heaters are in compliance.
- g) **Summit Broadband:** A new Summit Broadband contract was signed and install of new equipment will begin in Spring. Steve reported that enhancements include 1 gigabyte internet speed, 2 new wireless wi-fi routers, basic unlimited cable with over 300 channels available with Tivo, an app on your phone for mobile viewing, built in Goggle Voice, etc. There is no increase in cost for the new contract.
- h) **Fire System:** Steve reminded owners that the building alarm only has a speaker in each unit. There is no heat detector in it and it does not detect fires. It must not be painted over. If a fire starts within a unit, the fire department is not notified. The unit occupant must pull the fire alarm or call the fire department, 911. Florida law mandates all units have battery operated fire detectors for use inside the unit if the unit is rented. It is the owners' responsibility to purchase, install and maintain the in-unit fire detectors.
- i) **Miscellaneous:**
 - i) Per Fire Marshall regulations, all items must be removed from hallways, trash shoot rooms,

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etc. Items in the storage room must be within the unit storage space, not in the open spaces. Items not stored properly will be removed and discarded.

- ii) **Trash Dumpster:** First user of the dumpster doors are requested to leave the door in the up position.
- iii) **Dirk Drack:** John reminded all owners that Dirk works for the building, not individual owners. If you need Dirk to do something for you, he should be compensated. Remember that Dirk offers a home check service that is both economical and useful.
- iv) **Community Room:** Sound absorbing panels have been added to the community room and seem to be working well. John complemented and thanked Maribeth VerHulst for her efforts restoring the community room. Maribeth received a round of applause from all present.
- v) **Parking Lot Gates:** Steve reported that all condo buildings across the street are planning to install parking lot gates. He has investigated the possibility of installing gates on our parking lot. Gates would work in conjunction with the current Butterfly door access system. Costs would be in the area of \$15,000. No decision has been made regarding installing a gate system.
- vi) **CPR Training:** Jan Long recently attended a CPR training session that was conducted through Lee Health. Although it does not comply with certification requirements it was very beneficial. It included defibrillator use instructions. Arrangements can be made to have a training session on-site at CBR. The Board expressed interest and will follow-up.
- vii) **Shop Room:** A question was raised as to why owners do not have access to the shop room. John stated it is a matter of liability. He will consult with our insurance company.

9) **Adjournment:** The meeting adjourned at 5:15 pm